



State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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JEFFREY A. MEYERS
COMMISSIONER

November 3, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

***Re: Updated Staffing Plan for New Hampshire Hospital
Week of October 31, 2016***

Dear Governor Hassan and Executive Councilors:

Enclosed is an updated staffing plan for the clinical staff at New Hampshire Hospital this week that is provided by Dartmouth Hitchcock Medical Center (DHMC) under the new contract that took effect on November 1, 2016.

The clinical staff provided under the contract with DHMC meets all of the required and anticipated staffing for the commencement of clinical services on November 1st. The forensic psychiatrist position and the public psychiatry fellowship program are currently under design.

The contract for Physician Clinical and Administrative Services with DHMC contains significant performance metrics and reporting requirements, allowing the Department of Health and Human Services (DHHS) to monitor DHMC operations and ensure compliance with the contract Scope of Work. These requirements are separated by the various populations served by DHMC, and are divided among seven "Service Areas" (New Hampshire Hospital, Glencliff Home, Medicaid, DCYF, Behavioral Health, Elderly and Adult Services, and Developmental Services) listed within the contract. All activities, metrics and goals are subject to monitoring by each Service Area.

While New Hampshire Hospital is the largest user of services provided under this contract and, therefore, has the most specific performance metrics based upon the deliverables, functions and responsibilities of the various vendor supplied personnel, performance will be monitored across all seven Service Areas. This monitoring allows each Service Area the ability to address issues with the vendor and compel compliance, in accordance with the liquidated damages provisions within the contract. A majority of the resources for programmatic metrics are either contained within the contract or are subject to development, in consultation with the vendor, and with the approval of DHHS within 45 days of the contract effective date.

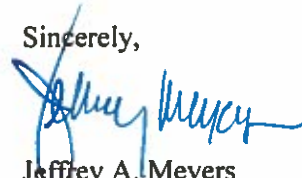
Monitoring of contract related activities by Department staff will occur at both executive and operational levels, and will include medical record and quality compliance monitoring. Monitoring will be conducted through scheduled reviews by Department Quality Management staff, the Joint Commission, CMS and other overseeing groups. Reports tracking such items as daily staff attendance and completion of patient chart reviews will be reviewed. Information taken from these reviews will be used to address any issues as they may arise, and will also be used as findings for regularly scheduled

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meetings between the NHH CEO and the Contractor's Chair of the Dartmouth-Hitchcock Department of Psychiatry. The contract provides for the annual review of all quality assurance metrics and goals. The contract allows for new goals to be set at any time, any of which may trigger new metrics. Goals must be reviewed and set at least annually.

This letter and the enclosed staffing report will be posted to the Department's website today. Please let me know if you have any questions.

Sincerely,



Jeffrey A. Meyers
Commissioner

Enclosure

Dartmouth College Contract – 2011 (includes addendum)	Staffing on June 24 th	Staffing on July 1 st	Staffing Week of October 24
1.0 FTE Chief Medical Officer (CMO)	1.0 FTE	1.0 FTE	1.0 FTE
12.0 FTE General Psychiatrists ¹	8.0 FTE	10.0 FTE	11.0 FTE
3.0 FTE Child/adolescent psychiatrists	2.0 FTE	2.0 FTE	3.0 FTE
1.0 FTE Geriatric psychiatrist	1.0 FTE	1.0 FTE	1.0 FTE
4.5 FTE Neuropsychology	4.5 FTE	4.5 FTE	4.5 FTE
5.0 FTE APRN ²	4.0 FTE	1.0 FTE	5.0 FTE
4.0 FTE Residents & Fellows	4.0 FTE	4.0 FTE	4.0 FTE

DHMC Contract commencing on November 1, 2016

Mary Hitchcock Hospital (DHMC) Contract Requirements	Contractual Staffing requirements as of November 1 st	Current Staffing for Week of October 31
1.0 FTE CMO	1.0 FTE	1.0 FTE
1.0 FTE Associate Medical Director	1.0 FTE	1.0 FTE
10.0 FTE General Psychiatrists	10.0 FTE	10.0 FTE
1.0 FTE Geriatric Psychiatrist	1.0 FTE	1.0 FTE
4.0 FTE Child/Adolescent Psychiatrists	4.0 FTE	4.0 FTE
6.0 FTE APRN	6.0 FTE	6.0 FTE ³
4.5 FTE Neuropsychologists	4.5 FTE	4.5 FTE
1.0 FTE General Medical Director	1.0 FTE	1.0 FTE ⁴
1.0 FTE General Medical Physician	1.0 FTE	1.0 FTE
1.0 FTE Forensic Psychologist	0.0 FTE	0.0 FTE ⁵
5.0 FTE Residents and Fellows	4.0 FTE	4.0 FTE ⁶
1.0 FTE Research Manager	1.0 FTE	1.0 FTE

¹ 11.0 FTE in original contract; 12.0 FTE include ISU

² 4.0 FTE in original contract; 5.0 include ISU

³ 1.0 FTE APRN family medical leave 11/2, 11/3, & 11/4

⁴ Permanent director arrival November 7- Currently staffed with temp physician

⁵ Program design and recruitment pending

⁶ Public sector psychiatry fellowship program design and approval by AGME pending